

2012 Annual Organizational Work Instruction (OWI) Review Checklist

National Aeronautics and
Space Administration



OWI Number: _____ Revision: _____ OPR: _____ Effective Date: _____

OWI Title: _____

OPR Designee: _____ Org. Code: _____

Phone: _____ E-mail: _____

Mark the correct answer to each of the following questions: (A "No" indicates the OWI needs to be revised.)

Step 1. VALIDATION

Yes No N/A

1. Is this OWI still valid? If the OWI is no longer valid, prepare a cancellation request.

Step 2. VERIFICATION

Yes No N/A

1. Are the correct Office of Primary Responsibility (OPR) and OPR Designee (OPRD) listed in the OWI Master List?
(Use the button at the top of the page to connect to the list.)

2. Are Authority, Applicable, and Reference Documents correct?

– All documents cited within the OWI are listed and, conversely, all documents listed are cited within the OWI.

– Document titles (and numbers) have been verified for accuracy.

3. Are all titles, organizations, URLs, and other referenced entities correct?

4. Are current processes and procedures reflected in the OWI?

5. Have changes in related directives or regulations or OWIs been incorporated?

6. Are flow diagrams and associated paragraph references correct?

7. Have all records been identified?

8. Are cited forms on a Forms Master List?

Are other changes required? Briefly explain necessary changes below.

TARGET SUBMISSION DATE: _____ (No later than February 28, 2013.)

OPRDs Submit to Organization Representatives.

Organization Representatives: Submit by COB, Thursday, January 31, 2013 to AS02/Cecelia Culver

<cecelia.culver@nasa.gov>